

77-1404/A

Ms. Betty J. Hall, President
National Capital Chapter
Association of Records Managers
and Administrators
Post Office Box 89
Washington, D. C. 20044

Dear Ms. Hall:

Thank you for your letter of 18 May to Admiral Turner inviting this Agency to submit a nomination for the thirteenth Annual Federal Paperwork Management Awards Program.

After a thorough review of possible candidates within the Agency, it has been determined that we will not have a nomination this year. Please be assured of our continuing interest in this program and let me express our appreciation at the recognition accorded our nominee last year, [redacted] a winner of the Award of Excellence.

25X1

Sincerely,

F. W. M. Janney
Director of Personnel

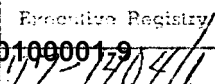
Distribution:

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Award #13

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ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

NATIONAL CONFERENCE OF RECORDS MANAGERS AND ADMINISTRATORS

Award #13

August 12, 1977

SPECIAL NOTICE

The date for the 13th annual Federal Government Paperwork Management Awards luncheon has been changed to Monday, November 7, 1977. This change will be reflected on the official announcements and tickets which will be forwarded in the near future to the Agency Records Officers.

Meanwhile we remind you that the deadline for submission of nominations is Friday, September 16, 1977, as indicated in the official nomination guidelines. Some agencies have already sent us their choices. We appreciate this prompt response. May we urge those who have not yet completed the necessary materials to do so as early as possible. It will be appreciated.

Thank you!

ARMA/NARS AWARDS COORDINATOR



Approved For Release 2004/01/21 : CIA-RDP80M00165A000400100001-9

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

NATIONAL CAPITAL CHAPTER - POST OFFICE BOX 89 - WASHINGTON, D.C. 20044



DD/A Registry

77-2965

PERS 77-874

May 18, 1977

Honorable Stansfield Turner
Director, Central Intelligence Agency
Washington, D.C. 20505

Dear Admiral Turner:

Your agency is invited again this year to submit one or more nominations (as indicated on page 2 of the Nomination Guidelines) for special recognition at the thirteenth Annual Federal Paperwork Management Awards Program. All submissions must be received by Monday, September 26, 1977.

The presentation of awards is scheduled at the Sheraton Motor Hotel for Friday, October 28, 1977. Details concerning the awards, the nomination procedures, and copies of the Nominee Summary Sheet are enclosed for your information and use.

May we suggest that your Agency Records Management Officer (whose name is listed on the enclosed nomination guidelines) may be of assistance in identifying individuals whose activities qualify them for such special recognition. In fact, your records management officer may deserve to be nominated.

Your cooperation is sincerely appreciated. Please observe the guidelines as to content, format, and deadline.

Thank you!

Sincerely,

BETTY J. HALL, President
National Capital Chapter, ARMA

Enclosures.

April, 1977

FEDERAL PAPERWORK MANAGEMENT AWARDS

These awards recognize unusual contributions in reducing and simplifying Federal paperwork. Among results achieved to date are combined first year savings in excess of \$1.5 billion. Many innovations have resulted in significant efficiencies and economies. Others have improved service and responsiveness to public needs. Most improvements contribute savings of manpower, money, and materials on a continuing basis for many years.

The National Archives and Records Service of the General Services Administration has a mandate from Congress to provide leadership, training, and motivation for designing and using simple efficient paperwork systems in the Federal Government. Those who make outstanding contributions toward achieving these objectives deserve to be recognized and honored. This annual awards program brings such worthy accomplishments into public focus. It is endorsed by the U. S. Civil Service Commission.

For the first three years--beginning in 1965--these awards were jointly sponsored by the National Archives and Records Service (NARS) and by the Administrative Management Society (AMS)--a professional office management organization. During the next three years these awards enjoyed the joint sponsorship of NARS and the National Headquarters of the Association of Records Executives and Administrators (AREA). The following four years this role was assumed by the Greater Washington D. C. Chapter of this same organization.

In July, 1975, AREA was merged with the American Records Management Association. This combined unit became known as the Association of Records Managers and Administrators (ARMA). It represents America's foremost organization devoted to efficient records management. The National Capital Chapter of this new organization has served as a joint sponsor with NARS since that time.

Each fall a leader from Government or industry is invited to address those who participate in this annual awards luncheon. The speaker's role is to focus upon the importance of efficiency, creativity, and frugality in operations and courteous responsiveness to the needs of the people served.

Today this award is considered to be one of the most highly prized in this professional field. Those who participate in helping to achieve these worthy goals are deserving of the appreciation expressed annually by letter from the President of the United States and by the warm reception accorded them by those who meet together to honor them.

FEDERAL PAPERWORK MANAGEMENT AWARDS

Jointly sponsored by

NATIONAL ARCHIVES AND RECORDS SERVICE (GSA)

and

NATIONAL CAPITAL CHAPTER

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA)

PURPOSE

These awards are designed to honor those whose efforts contribute significantly to improved efficiencies and reduced costs in Federal paperwork. Official records are vital and account for a multi-billion dollar expenditure annually. Costs continue to mount as expanding needs are met. Yet a significant number of employees are applying ingenuity and imagination to stem the tide and reverse the trend. These deserve to be recognized and honored.

NATURE OF AWARDS

The highest award is the AWARD OF EXCELLENCE. Each recipient receives a distinctive plaque in addition to a complimentary luncheon ticket for self, guest, and an agency representative. The secondary award is an AWARD OF SPECIAL MERIT. These recipients also receive a suitable plaque and attend as guests of the sponsoring organizations. Each additional nominee who has made a truly significant contribution, in the judgment of the awards judging panel, will be officially recognized at the luncheon and will receive a CERTIFICATE OF NOTEWORTHY ACCOMPLISHMENT to be presented at a suitable ceremony arranged by the agency involved. They will also attend the luncheon as guests of the sponsors.

BASIS FOR SELECTION

Paperwork, as related to these awards, includes the wide spectrum of information, documentation, and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records as specified in the Federal Records Act of 1950 and subsequent amendments. The management of paperwork includes various methods and media for information control, storage, and retrieval, including micrographics, word processing, and related technologies.

A special panel of judges, appointed by ARMA, will review all nominations and select those considered eligible to receive the awards mentioned. Basic evaluation criteria considered by the judges are:

1. Relevance of the activity described to paperwork or records systems.

PRESENTATION OF AWARDS

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The thirteenth annual FEDERAL PAPERWORK MANAGEMENT AWARDS will be presented at a luncheon scheduled for Friday, October 28, 1977, at the Sheraton National Motor Hotel, Columbia Pike and Washington Boulevard, Arlington, Virginia, at 12 noon. An informal reception will begin 45 minutes earlier at which a cash bar will be available.

The Sheraton provides adequate FREE parking .

Everyone is welcome! Come early and enjoy a lively concert by one of the National military bands, followed by a salute to the National Colors by the Joint Armed Forces Color Guard. If YOU are not in the winner's circle this year, work to be in that circle next year. This event will help you set your sights!

2. Significance or impact of the accomplishment within the agency or upon the service. ~~Approved For Release 2004/01/21 : CIA-RDP80M00165A000400100001-9~~
3. Benefits realized in terms of improved service, simplified procedures, and quantifiable savings. (Non-quantifiable or intangible benefits are also given careful consideration.)
4. Evidence of ingenuity, innovation, and creativity.
5. Initiative demonstrated beyond that which might reasonably be expected of a person in the position being occupied.
6. Scope of the units directly benefitted by the achievement as well as its potential suitability for application or modification by others.

NOMINATION PROCEDURE

Please submit before the deadline date a SINGLE, ORIGINAL COPY of your nomination, signed by an administrative official of your agency. (Suitable copies for use of the judges will be prepared by NARS.) The nomination documentation should be brief, pertinent, explicit, and limited as follows:

1. A completed and signed summary sheet (copy enclosed) showing the accomplishment and specific benefits--quantifiable and non-quantifiable--relating to the nomination.
2. A brief biographical sketch of the nominee (one page or less) to indicate the nominee's position, training, professional background, and experience. Include the nominee's business address and phone number.
3. A single covering page (limited to 3 or 4 paragraphs) providing a concise digest of the accomplishment. This will serve as the basis of the description of the accomplishment for the official program.
4. A brief explanation may be added (three pages or less) to clarify details concerning the nomination. The period covered by the accomplishment need not be limited to the current year. However, the basis for the nomination should reflect current work rather than overall duties performed over a period of years.

NOTE: Your agency is entitled to submit 1 nomination(s).

Your Agency Records Officer is _____

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DEADLINE

Nominations must be received on or before September 16, 1977 to be considered. Please mail as early as possible before this deadline to:

Federal Paperwork Management Awards Committee (ARMA)
Post Office Box 89
Washington, D.C. 20040
~~Approved For Release 2004/01/21 : CIA-RDP80M00165A000400100001-9~~

FEDERAL PAPERWORK MANAGEMENT AWARDS

Nominee's Name _____ Date _____

Organization _____

Nominee's Office Address _____

Nominee's Office Phone Number _____

RELEVANCE AND SIGNIFICANCE

Digest of Contribution to Paperwork Efficiency:

BENEFITS

Quantifiable (manpower, materials, space, funds, etc.)

Non-quantifiable (service, morale, simplicity, time..)

This space for use of
screening and judging
panels.

Nomination Approved _____

(Signature)

Name _____

Position Title _____

Agency _____

UNCLASSIFIED

CONFIDENTIAL

SECRET

EXECUTIVE SECRETARIAT

Routing Slip

TO:

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12	Compt				
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SUSPENSE _____ Date _____

Remarks:

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(EXECUTIVE SECRETARY FILE)

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EXECUTIVE SECRETARIAT

Routing Slip

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16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	D/EE0				
21					
22					

SUSPENSE

Date

Remarks:

Note Sept. deadline for nominees. If suitable candidate is identified, prepare response for DCI signature, via DDCI.

D/Executive Secretary

24 May 77

Date

3637 (7-76)

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